Student’s Name ___________________________ Student ID# ___________________ Date __________________

Total credits earned __________________

I request to take the following course in TUG:

______ Fall ______ Spring ______ Summer _______ of Year _______

Course Number __________________ Course Title _____________________________ # of Credits ____________

Rationale for taking this course through Corban’s traditional undergraduate program.

______________________________________________________________

Student’s Signature ___________________________________________ Date __________________

SPS Advisor __________________________________________________ Signature ___________________________________ Date __________________

This petition must be approved by the Registrar Signature _____________________________ Date __________________

Comments:

______________________________________________________________

For Registrar's Office Use Only

Date charged to student account _____________ Date Received in Office _______________ Date added to student schedule _____________

Traditional Undergraduate Course Petition Guidelines for School of Professional Studies Students

GUIDELINES
1. Corban SPS students petitioning to take a TUG class must be in good standing and unable to schedule the required course through the regular SPS program.

2. SPS students may enroll in one TUG class per semester at the current SPS tuition rate while enrolled in the SPS program.

3. Dependents of Corban employees who wish to utilize the “employee dependent tuition benefit” for TUG courses must meet the requirements stated in #1. The tuition benefit applies only if the total units per semester do not exceed 17 and there is the minimum number of paying students in the class.

PROCEDURE:
1. BEFORE completing the petition, please inquire with Registrar's Office as to course availability. (503-375-7017)

2. Complete the petition, obtain the required signatures and return to the Registrar’s Office.

3. The student will be contacted once they have been registered for the TUG course.

NOTE: YOU MUST HAVE A COMPLETED COPY OF THIS PETITION (including all required signatures) IN ORDER TO REGISTER FOR A TUG CLASS. CLASSES FILL QUICKLY, SO IT IS IMPORTANT TO PLAN AHEAD.